



**DEPARTMENT OF THE NAVY**  
CIVILIAN INTELLIGENCE PERSONNEL OFFICE  
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12300  
Ser N275/0459  
5 Jul 05

MEMORANDUM FOR DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEES COVERED  
UNDER THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL  
SYSTEM

Subj: DEPARTMENT OF DEFENSE PERFORMANCE FACTOR SURVEY

1. Over the past year the Department of Defense (DoD) has been designing the National Security Personnel System (NSPS). As you know, NSPS is a new civilian human resources management system needed by DoD to meet the national security demands of the twenty-first century. While the DoD intelligence community is not included in the NSPS legislation, thus retaining our Defense Civilian Intelligence Personnel System (DCIPS) legislative authority, the Under Secretary of Defense for Intelligence and the Under Secretary of Defense for Personnel and Readiness have agreed that DCIPS will adapt many features of NSPS to include the performance management system.

2. The NSPS/DCIPS performance management system will foster a performance-oriented environment that more fully rewards and recognizes performance and contribution. It will use standard factors for workforce performance assessment. The DoD has identified several performance factors for possible inclusion in the new system. Before these factors can be used to evaluate employees, DoD needs to ensure they are relevant and reflect work that you personally perform on your job. To accomplish this, DoD is conducting a NSPS Factor Validation Survey to obtain feedback from all General Schedule (GS)/General Grade (GG) employees. This survey will help DoD understand your job requirements and ensure they are accurately represented in the new system. A future survey will address performance factors for Federal Wage System employees.

3. While participation is voluntary, you are encouraged to become involved in the NSPS/DCIPS design process by rating the relevancy or importance of competencies and activities to the work you actually perform. This information will be a critical component in shaping the new pay-for-performance process that

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could serve as a basis for making important decisions that affect you, such as determining your pay increases.

4. This web-enabled survey is open from 6 July to 20 July 2005 to **ALL** DoD GS/GG employees. Survey response time is 15 to 20 minutes. You may access the survey at <http://pfsurvey.net/nsps> beginning 6 July 2005. Access to the survey is controlled by a password to ensure only DoD civilian employees take the survey. Your password is the LAST six digits of your social security number and your date of birth in the form YYYYMMDD. If you have trouble with your password, please send an e-mail with your contact information to [NSPS@questarweb.com](mailto:NSPS@questarweb.com). If you have difficulty accessing the Internet or the web site address, please contact your local help desk.

5. The information you provide will be treated confidentially. Your responses will be included in a database with the responses provided by all other participants. The data will be analyzed to identify which performance factors, competencies and work behaviors are sufficiently important to be included as rating elements in the performance management system.

6. I strongly urge you to play a role in defining the process by which your work performance may be assessed and your salary may be determined. I wish to take this opportunity to thank you for your participation in this endeavor.

*Cyndi H. Hunter*  
CYNDI H. HUNTER  
Director